

CONFIDENTIAL  
Security Information

29 May 1953

OPM 10-000-1  
PERSONNEL DIRECTOR MEMORANDUM NO. 41-53

SUBJECT: Security Procedures for Personnel Office Members

REFERENCE: Memorandum from the Personnel Director to All Members of the Personnel Office dated 1 April 1953

1. Referenced memorandum invites attention of all Personnel Office members to the increasing rate of security violations within the Personnel Office. To minimize the possibility of security violations in the future, the procedures outlined herein will be effective immediately for all Personnel Office members.

a. The Security Check List, Form 38-7, dated January 1950, will be the only form used to check safes and other locking storage equipment within the Personnel Office.

b. Each supervisor will appoint custodians who will be responsible for providing a Security Check List (Form 38-7) for each safe and other locking storage container under his supervision. The form will be prepared to indicate the major office and the component thereof, room number and safe number, and the complete list of dates for a calendar month, including weekends. Upon opening locked equipment, the designated custodian will initial the "Opened By" column and indicate the time of opening. Upon closing such equipment, the custodian will initial the "Closed By" column and indicate the closing time.

c. At the conclusion of each day's work, the supervisor or designee will also be responsible for a general inspection of the room or rooms under his supervision. This check will include but not be limited to a general observation of the following: observe that windows are closed and locked; that tops of desks, tables, filing cabinets, safes, and other locking storage equipment are clear of classified material; and that wastebaskets and floors contain no classified material.

d. In the event of evening or week-end work, the last employee to leave will be responsible for accomplishing the security check indicated in (c) above. In addition, if safes or other locking storage devices have been opened, such employee will be responsible for closing same and initialing in the "Closed By" column.

2. Miscellaneous unclassified material will not be allowed to accumulate on the tops of desks, tables, and safes. Such unclassified material will be placed in bookcases or cabinets in an orderly manner.

GEORGE E. MELOON  
Personnel Director

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